



JOB AIDS AND RESOURCES

Classification Delegation Authority

Delegated Authority Defined

The State Civil Service Director has the ability to delegate the authority to allocate positions to state agencies. However, a [Delegated Classification Contract](#) is required to obtain this authority. The agreement is signed by the agency appointing authority, agency HR representative, State Civil Service Compensation Division Administrator and State Civil Service Director only after at least one employee of the agency has completed [Delegated Authority Training](#). This is one condition of obtaining and maintaining delegated authority. Additional requirements are outlined in Procedures: [Classification Delegation Program Policies](#).